



## Vacancy Announcement

(Announcement Number: 15-09)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Monitoring and Evaluation Specialist in the Democracy and Governance Office (DGO), under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Monitoring and Evaluation Specialist, FSNPSC-10

OPENING DATE: November 18, 2015

CLOSING DATE: December 2, 2015 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARYLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF THE POSITION:**

The Monitoring and Evaluation (M&E) Specialist serves as DGO's Senior Foreign Service National (FSN) Specialist on performance monitoring and evaluation for the portfolio under the Mission's Development Objective (DO) 1: More inclusive and effective governance. The M&E Specialist reports to the DGO Director and manages all M&E activities for DGO's portfolio in coordination with the Program and Project Development Office (PPD) and the Mission's Monitoring, Evaluation and Learning (MEL) contract.

S/he is responsible for supporting the coordination of DGO program monitoring, evaluation, assessment, and reporting activities as well as other Mission programs supporting DO1. S/he will advise DGO on Agency and Mission policies, procedures, and guidelines related to performance management guidance and updates. S/he will serve as the DO1 M&E point of contact to coordinate with other technical teams and assist with data collection and analysis for DO1. The incumbent exercises a mid to high level of independent work and is expected to have a broad understanding of all activities under the Mission's DO1 portfolio and to be familiar with United States Government (USG) and USAID policies and procedures as related to U.S. development assistance.

### **REQUIRED QUALIFICATIONS:**

1. EDUCATION: Bachelor's degree or its equivalent in post-graduate studies, in program management, social sciences, public policy or administration or other relevant fields is required.

2. **PRIOR WORK EXPERIENCE:** At least five years of progressively responsible work experience in development programs, with a focus on monitoring and evaluation. Experience may also include academic or analytical research and reporting and/or project design and implementation.
3. **KNOWLEDGE:** A thorough knowledge of the principles and best practices of monitoring methodologies, evaluation of development projects, programs and project design and implementation. A comprehensive knowledge or potential to rapidly acquire such knowledge of international organizations' regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and evaluation requirements. Knowledge of host country government and donor agency policies and regulations. Knowledge of gender in development principles. Good operational knowledge of statistical analysis and related statistical package software, such as STATA or SPSS, is required.
4. **LANGUAGE:** Level 4 (fluent) written and spoken Nepali and English.
5. **SKILLS AND ABILITIES:** Strong interpersonal and intercultural skills to ensure effective team relations. Management and organizational skills to work with various parties, identifying priority actions and taking initiative for follow through. Standard skills on financial and budgeting principles. Ability to plan, organize, manage and evaluate complex projects is required. Strong computer and IT skills, including full range of MS Office software, including spreadsheets, database, PowerPoint and graphics required.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov)

*Only short listed applicants will be contacted to participate in the hiring process.*

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.*